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5 May 1950

MEMORANDUM TO: Chief, COAPS

FROM: Management Officer

SUBJECT: Industrial Register Cards

REFERENCES: a. Draft of Proposed Memorandum for IAC Members from the
ICF, dated 13 April 1949
b. Memorandum for Standing Committee Members of the IAC,
dated 15 April 1949
c. Memorandum for Standing Committee Members of the IAC,
dated 19 May 1949

1. In accordance with the provisions of the memorandum of the Director, dated 23 April 1950, it is requested that additional investigation be made toward reduction of the dissemination of ICF materials.

2. The backlog of materials referred to in memorandum, dated 19 May 1949, will be eliminated during this current month.

3. ICF materials are being processed and distributed at the rate of 8,000 individual cards per month, 50 per cent or 4,000 of which are U.S.A.F. "Treasure Island Project".

4. The reproduction workload of 50 copies of 8,000 cards per month amounts to 4,800,000 cards per annum. This workload requires the constant services of three employees of the Reproduction Branch, Services Division, plus the personnel engaged in dissemination of these materials. The present distribution list of ICF materials (Tab A) is attached for your information.

5. The continued dissemination of ICF materials poses several questions; (a) Should this operation continue in its present form; (b) can it be reduced in number of copies and recipients; (c) can continued dissemination be eliminated in favor of request procedure; (d) must some other critical substantive production be curtailed in order to provide this service.

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NO CHANGE in Class. ☒

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